

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**FIRE BATTALION CHIEF**

**DEFINITION:**

Under direction, to supervise and coordinate the activities of all fire companies and stations in an assigned battalion; to supervise a fire operations support section or assist in supervising a major support division; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, coordinates, and supervises the personnel and overall operation of a fire battalion;
- Assumes command upon arrival at emergency locations and directs and coordinates fire suppression activities;
- Inspects fire companies to determine status of equipment, personnel, facilities, and training and ensures that department standards are met;
- Directs and coordinates fire prevention inspection and enforcement activities of fire suppression personnel;
- Supervises and participates in training and drills required of battalion personnel;
- Interprets and enforces applicable City and departmental regulations;
- Prepares reports and makes recommendations regarding fire activities;
- Assists in program and policy formulation;
- Supervises and coordinates fire alarm and communication operations;
- Supervises and coordinates departmental training programs including fire academy training and equipment certification programs;
- Develops systems for collection and analysis of interdepartmental data;
- Assists in directing operations of the Fire Prevention Division;
- Prepares budget estimates;
- Trains and evaluates the work performance of subordinates;
- Assists in the selection of personnel.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of service as a Fire Captain with the City of San Diego Fire Department. Possession of a valid California Class C Driver's License.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.